



**STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**

220 French Landing Drive
Nashville, TN 37243
(615) 741-6642

Summary: Talent Management Director 2 is responsible for professional talent management work of considerable difficulty and supervisory work of average difficulty in strategically directing all talent management related functions for a small to moderate-sized department; and performs related work as required.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Demonstrate experience driving talent management strategies to improve and create high performance; including assessment, succession planning and management, talent, high potential identification, performance coaching, Individual Performance Planning, mentoring, competency modeling and integration, onboarding, agency training, and workplace planning.
- Excellent time management and project management skills
- Assist with the design, development and delivery of a learning continuum with formal and informal developmental solutions tied to key leadership transitions and emerging role complexity
- Strong process orientation with the ability to see the big picture as well as design and execute details and tasks;
- Strong organizational skills with an ability to adapt to shifting priorities; ability to think logically and work independently; demonstrated team player; ability to build strong internal and external relationships; have a creative mindset;
- Analyzes the current workforce culture to identify gaps; ensures alignment of these initiatives with the vision of the Governor, the department's mission, vision and values, as well as core competencies;
- Demonstrated ability to manage relationships and work closely across levels;
- Strong communication and presentation skills; is an internal partner to all levels of employees and officials in the organization on talent management matters and career planning;
- Ability to handle multiple, time-sensitive projects while focusing on the quality of work delivered to clients; may make recommendations and decisions on human resources actions such as employment, promotion, demotion, transfer, retention, and performance increases; gives guidance and advice to subordinates.
- This position will supervise up to 3 full time positions and perform Individual Performance Planning and Interim reviews as required. Statewide travel is required.

KNOWLEDGE, SKILLS and ABILITIES:

- Ability to balance strategic development, implementation and operational oversight
- Ability to grow and develop new managers
- Ability to communicate in a manner that builds relationships and engages and values others
- Ability to problem solve and create win-win solutions

- Demonstrated ability to develop high functioning teams
- Skilled in change-management
- Knowledge and understanding of human resources management to include staffing, performance management and employee relations, professional development, and benefits and compensation programs
- Ability to interpret and apply policies, federal/state laws and regulations
- Ability to establish, review, analyze and continuously improve processes
- Ability to think strategically and work with and through people to develop goals, objectives and action plans aligned with the organizational objective and needs in order to drive department performance
- Strong verbal and written communication skills and presentation skills
- Knowledge of database software and tools related to multiple human resource functions

EDUCATION/EXPERIENCE: Bachelor's Degree and 2 to 4 years of related Human Resources experience. Experience may also include management/supervisory experience. Superior interpersonal skills such as negotiating, listening and communication skills, characterized by effective interactions with a diverse range of internal and external clients, stake holders and key audience; strong business acumen, quantitative and qualitative assessment skills as well as critical thinking.

COMPENSATION INFORMATION: \$4,722.00 Monthly

Contact Information: Cover Letter & Resume can be emailed to:

Jackie.Berg@tn.gov

or

Kendra.Reeves@tn.gov